



Colorado Air National Guard

Traditional

Position Announcement

COANG 15-008a



<http://co.ng.mil/jobs/default.aspx>

POSITION TITLE: Emergency Management	AFSC: 3E971	OPEN DATE: 9 Apr 2015	CLOSE DATE: 9 Jun 2015
UNIT OF ACTIVITY/DUTY LOCATION: 140 th Civil Engineering Squadron Buckley Air Force Base, Aurora, CO 80011		GRADE REQUIREMENT: Minimum: E5 Maximum: E7	
SELECTING SUPERVISOR: SMSgt Jared Hiles	VACANCY 02049191C	PHYSICAL PROFILE: PULHES – 222221 / X Factor – H / ASVAB – G-62	

AREAS OF CONSIDERATION

- Nationwide (All military members eligible for membership in the COANG)
- Must hold at a minimum a current 7-level in any AFSC

All applicants MUST meet the grade requirement and physical/medical requirements outlined

DUTIES AND RESPONSIBILITIES

DUTIES and RESPONSIBILITIES: Serves as the NOCIC in the 140th Civil Engineer Squadron, Readiness and Emergency Management Flight.

Prepares wartime and contingency response plans. Conducts research and assists in developing emergency management plans, including measures to minimize casualties and damage from natural disasters, major accidents, wartime operations, and military operations other than war. Coordinates actions to ensure prompt response during emergency and contingency operations, including immediate mobilization of all resources and participation of all agencies and organizations. Coordinates actions to allow continuation or restoration of vital functions and operations. Prepares emergency management annexes, appendices, supplements, and other supporting documents to support operations plans. Prepares checklists and operating instructions for readiness activities.

Conducts emergency management and emergency response training. Manages, schedules, and conducts training on readiness activities and survival measures for disasters and contingencies. Provides briefings, and develops installation emergency management training and educational materials.

Monitors CE readiness and installation emergency management activities. Inspects equipment. Ensures emergency management teams are established and manned. Acts as exercise evaluation team member for CE and ensures exercises are conducted according to directives. Ensures authorized and required CBRN protective equipment and clothing, detection devices, and monitoring instruments are available, calibrated, and in operating condition. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters, accidents, wartime attacks, and military operations other than war. Coordinates emergency management activities and plans with all base units and nearby military and civilian organizations. Briefs military and civilian personnel in conjunction with community relations programs. Monitors air base operability activities. Requisitions supplies and equipment for readiness and the Readiness Support Team (RST). Maintains custodial files for accounts such as supply and equipment; intrabase radio; test, measurement, and diagnostic equipment.

Manages unit and staff agency emergency management program. Provides unit and staff agency assistance to ensure emergency management planning and training have been accomplished, and emergency management directives are being followed. Conducts emergency management analysis.

Establishes and monitors requirements and procedures for contamination control. Detects, identifies, measures, and reports contamination. Assists bioenvironmental engineer to interpret hazards to personnel. Coordinates and monitors exposure control procedures. Plots contamination levels and coordinates with medical personnel to identify contaminated areas and establish safety procedures. Ensures unsafe areas are marked according to directives. Documents findings and reports to proper authority.

Performs CE readiness and installation emergency management functions. Serves in mobile emergency operations center vehicle (MEOC) or emergency operation center (EOC), or CBRN control center. Monitors force protection and survivability, and advise the unit deployment officer or NCO of deployment and employment capabilities. Establishes an integrated conventional and CBRN detection, warning, and reporting system. Advises the commander on response to peacetime attacks with Weapons of Mass Destruction (WMD). Helps prepare for peacetime WMD and wartime conventional and CBRN defense, including activating CBRN

teams for shelter, collective protection, contamination control, reconnaissance, plotting, and reporting. Coordinates protective shelter and collective protection requirements. Supervises teams engaged in monitoring and contamination control operations. Reviews findings of personnel operating detection equipment, and compiles data to indicate danger areas. Ensures specialized teams comply with contamination control and safety procedures. Manages activities in the CBRN control center. Operates the MEOC and emergency management communications net. Helps analyze reports and plotting areas of contamination. Advises the commander on mission impact and recovery activities following an attack. Determines contamination levels and amount over a given area and, in conjunction with medical personnel, recommends time limits that personnel may remain in the area. Ensures emergency facilities are established for personnel contamination control areas. Advises the readiness officer on overall situation during disasters or contingency operations. Maintains directives. Maintains operations event log. Provides inputs to reports.

SPECIALTY QUALIFICATIONS:

Prepares, maintains, and monitors Civil Engineer (CE) operations plans and supporting documents for mobility, response, and recovery operations. Prepares, reviews and provides input to installation contingency plans. Monitors prime base engineer emergency force (Prime BEEF), air base operability, hazardous materials emergency response, emergency management programs, and schedules and conducts associated training. Manages assigned equipment and supplies, performs or schedules equipment maintenance, and inventories assets. Maintains and inspects chemical, biological, radiological, and nuclear (CBRN), and conventional protective clothing and equipment. Conducts CBRN and conventional detection, identification, monitoring, sampling, individual protection determination, decontamination, warning, and reporting activities. Maintains and inspects equipment, conducts training, and prepares for peacetime response to Terrorist use of chemical, biological, radiological, nuclear and high yield explosive (CBRNE) weapons. Related DoD Occupational Subgroup: 149400.

1. Eligible for a Secret Clearance. Must be willing to attend the required training to meet qualifications. Travel as necessary.
2. Normal color vision as defined in AFI 48-123, Medical Examinations and Standard.
3. Qualification to operate government vehicles according to AFI 24-301, Vehicle Operations.
4. Freedom from fear of confined spaces (Claustrophobia).
5. Freedom from fear of heights (Acrophobia).

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. **Complete applications must be received no later than 1600 or postmarked on or before the closing date.** US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for.

Incomplete packages will not be considered for the position vacancy

1. Cover Letter identifying the position you are applying for.
2. Civilian or Military Resume.
3. CURRENT Records Review RIP (available on vMPF via AF Portal).
4. CURRENT Points Credit Summary (available on vMPF via AF Portal).
5. CURRENT and PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))

Add any other documentation you want provided.

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS?

If you have any questions on package submission you may contact 720-847-9052/DSN 847-9052 or email at rena.palmer@ang.af.mil
If you have any position related questions please contact the selecting supervisor at 720-847-9661.

MAIL APPLICATIONS TO:

140 FSS/FSMP, Attn: MSgt Rena Palmer
18860 E. Breckenridge Ave., Stop 65
Buckley AFB, CO 80011

DROP APPLICATIONS OFF AT:

Building 801, Room N-224

E-MAIL APPLICATIONS TO:

rena.palmer@ang.af.mil

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.